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Andaman And



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No. 93, Port Blair, Friday, March 18, 2011

**ANDAMAN AND NICOBAR ADMINISTRATION
SECRETARIAT**

NOTIFICATION

Port Blair, dated the 18th March, 2011

No. 91/2011/F.No.42-517/2006-TR(2).—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with the Notification No. U-14939/2/83-ANL dated 21.02.1985 issued by the Govt. of India, Ministry of Home Affairs and in supersession of all previous Notifications notifying the recruitment rules in respect of these posts, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands, hereby makes following rules regulating the method of recruitment to the post of Draftsman Grade-I, Foreman(Machine Shop), Foreman (Fitting Shop), Foreman (Plater Shop) and Foreman (Electrical Shop) borne in the establishment of Directorate of Shipping Services, Andaman & Nicobar Administration, namely:-

1. SHORT TITLE AND COMMENCEMENT:-

- (i) These Rules may be called the Andaman and Nicobar Administration (Draftsman Grade-I, Foreman (Machine Shop), Foreman (Fitting Shop), Foreman (Plater Shop) and Foreman (Electrical Shop) in the establishment of Directorate of Shipping Services), Recruitment Rules, 2011.
- (ii) They shall come into force on the date of their publication in the Official Gazette.

2. NUMBER OF POST, CLASSIFICATION AND PAY BAND WITH GRADE PAY:-

The number of post, its classification and pay band and grade pay attached thereto shall be specified in paras 2 to 4 of the Schedule annexed hereto.

3. METHOD OF RECRUITMENT, AGE LIMIT & QUALIFICATION:-

The method of recruitment, age limit, qualification and other matters relating to the said post shall be as specified in paras 5 to 15 of the said Schedule.

4. DISQUALIFICATION:-

No person –

- (a) who has entered into or contracted a marriage with a person having a spouse living, or
- (b) who, having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said post;

Provided that the Lieutenant Governor (Administrator), Andaman and Nicobar Islands may, if satisfied, that such marriage is permissible under the personal law applicable to such persons and other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

5. POWERS TO RELAX:-

Where the Lieutenant Governor (Administrator), Andaman and Nicobar Islands is of the opinion that it is necessary or expedient to do so, it may by order and for reasons to be recorded in writing and in consultation with Union Public Service Commission relax any of the provisions of these rules with respect of any class or category of persons.

6. SAVING:-

Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for candidates belonging to Scheduled Castes, Scheduled Tribes and other specified categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

Lieutenant Governor
Andaman & Nicobar Islands.

By order and in the name of the Lieutenant Governor,

Sd./-
(K. Appalaswamy)
Deputy Secretary (Shipping)

SCHEDULE – I**RECRUITMENT RULE FOR THE POST OF DRAFTSMAN GRADE-I IN THE ESTABLISHMENT OF DIRECTORATE OF SHIPPING SERVICES, A&N ADMINISTRATION**

01	Name of post	Draftsman Grade-I
02	No. of posts	1(One) * (2011) * (Subject to variation dependent on workload)
03	Classification	General Central Services Group 'B', Non-Gazetted, Non-Ministerial
04	Pay Band and Grade Pay/Pay Scale	Pay Band-2 Rs. 9300-34800 plus Grade Pay Rs. 4200/-
05	Whether selection post or non-selection post	Not applicable
06	Whether benefits of added years of service admissible	Not applicable
07	Age limit for direct recruits	Not exceeding 30 years. (Relaxable for Govt. Servants upto 05 years in accordance with the instructions/orders issued by the Central Govt. from time to time). NOTE: The crucial date for determining the age limit shall be the closing date for the receipt of name/applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladak Division of J&K State, Lahaul and Spiti District and Pangi Sub-Division, Andaman and Nicobar Islands or Lakshadweep).
08	Educational and other qualifications required for direct recruits	Essential: (a) Pass Secondary School (X th Std.) Examination from a recognized Board/Institution. (b) 03 years Diploma in Mechanical /Civil Engineering from a recognized Institution. Desirable: 03 years experience in the line in an organization of repute.
09	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10	Period of probation, if any	2 (two) years
11	Method of recruitment, whether by direct recruitment or by promotion or by deputation(ISTC) and percentage of the posts to be filled by various methods	Composite method : Promotion plus deputation
12	In case of recruitment by promotion/deputation(ISTC), grades from which promotion/deputation to be made	Promotion/Deputation: Officers under Central/State Government/UTs. (a) (i) holding analogous post on regular basis in parent Cadre/ Department. OR (ii) With 10 years service in the Grade rendered after appointment thereto on a regular basis in the Scale of Pay with Grade Pay of Rs. 2400 in PB-1 or equivalent in the parent Cadre/Department; and (b) Possessing the following qualification and experience: (i) 2 years Certificate Course in Draftsmanship (Mechanical) from a recognized Institution. The Departmental Draftsman Grade-III of Directorate of Shipping Services in the Pay Scale

		<p>with Grade Pay of Rs. 2400 in PB-I with 10 years regular service in the grade will also be considered in case he/she is selected for appointment to the post, the same shall be deemed to have been filled by promotion.</p> <p>Note-1: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 01.01.2006, the date from which the revised pay structure based on the 6th CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendation of the Commission.</p> <p>Note-2: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01.01.2006 (the date from which the revised pay structure based on the 6th CPC recommendations has been extended) shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendations of the pay commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay/pay scale, and where this benefit will extend only for the post(s) for which that grade pay/pay scale is the normal replacement grade without any up-gradation.</p> <p>(Period of deputation, including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of Central Government shall ordinarily not exceed 3 (three) years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications).</p>								
13	If a DPC exists, What is its composition ?	<p>Group 'B' DPC (for considering cases of confirmation) consisting of :</p> <table> <tr> <td>1. Director of Shipping Services</td> <td>- Chairman</td> </tr> <tr> <td>2. Deputy Director (SS)</td> <td>- Member</td> </tr> <tr> <td>3. Executive Engineer, Workshop Division, APWD</td> <td>- Member</td> </tr> <tr> <td>4. Assistant Marine Engineer</td> <td>- Member</td> </tr> </table>	1. Director of Shipping Services	- Chairman	2. Deputy Director (SS)	- Member	3. Executive Engineer, Workshop Division, APWD	- Member	4. Assistant Marine Engineer	- Member
1. Director of Shipping Services	- Chairman									
2. Deputy Director (SS)	- Member									
3. Executive Engineer, Workshop Division, APWD	- Member									
4. Assistant Marine Engineer	- Member									
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable								
15	Job Description	Attached as Annexure-I to the Schedule								

Annexure-I**Job Description to the post of Draftsman Grade-I**

1. Dealing with the vessel's drawings, plans and also the survey – related records of Marine Vessels of this Directorate.
2. Dealing with the repair, maintenance and other works related to ship' survey (statutory & classification) by MMD/IRS/DG Shipping & Registration of departmental vessels and also, assisting the Asst. Marine Engineer of Dockyard & Master/Chief Engineer of Vessels towards the same.
3. Dealing with technical matters related to necessary documentation of the Vessels. i.e, drawing plans, specification, certifications etc., of new Vessels/Survey, conversion & renovation works of existing vessels .
4. Responsible for preparation Drawing related Modification/ Repairs to the vessels.
5. Dealing with job-estimations of relevant work i.e, renewal, repairs, servicing etc., for survey & maintenance of vessels, including necessary guidance to the administrative staff towards the same.

SCHEDULE-II**RECRUITMENT RULE FOR THE POST OF FOREMAN(MACHINE SHOP) IN THE ESTABLISHMENT OF DIRECTORATE OF SHIPPING SERVICES, A&N ADMINISTRATION**

01	Name of post	Foreman (Machine Shop)
02	No. of posts	1(One) * (2011) * (Subject to variation dependent on workload)
03	Classification	General Central Services Group 'B', Non-Gazetted, Non-Ministerial
04	Pay Band and Grade Pay/Pay Scale	Pay Band-2 Rs. 9300-34800 plus Grade Pay Rs. 4200/-
05	Whether selection post or non-selection post	Selection
06	Whether benefits of added years of service admissible	Not applicable
07	Age limit for direct recruits	Not exceeding 30 years. (Relaxable for Govt. Servants upto 05 years in accordance with the instructions/orders issued by the Central Govt. from time to time). NOTE: The crucial date for determining the age limit shall be the closing date for the receipt of name/applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladak Division of J&K State, Lahaul and Spiti District and Pangi Sub-Division, Andaman and Nicobar Islands or Lakshadweep).
08	Educational and other qualifications required for direct recruits	Essential: (a) Degree in Mechanical Engineering from a recognized University. (OR) (b) Diploma in Mechanical Engineering from a recognized Institution. Desirable: 03 years experience in the Trade.
09	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10	Period of probation, if any	2 (two) years
11	Method of recruitment, whether by direct recruitment or by promotion or by deputation (ISTC) and percentage of the posts to be filled by various methods	Promotion, failing which by direct recruitment
12	In case of recruitment by promotion/deputation (ISTC), grades from which promotion/deputation to be made	Promotion: From amongst the Chargeman (Machine Shop) in the PB-1 of Rs. 5200-20200 with Grade Pay of Rs. 2800 and completed 06 years regular service in the grade.
13	If a DPC exists, What is its composition ?	Group 'B' DPC (for considering cases of confirmation/promotion) consisting of : 1. Director of Shipping Services - Chairman 2. Deputy Director (SS) - Member 3. Executive Engineer, Workshop Division, APWD - Member 4. Assistant Marine Engineer - Member
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15	Job Description	Attached as Annexure-II to the Schedule

Annexure-II

Job Description to the post of Foreman (Machine Shop)

1. Incharge Machine Shop of Marine Dockyard.
2. Responsible for duty allocation and controls.
3. Responsible for store indents pertains to the section.
4. Responsible to raising demands for materials, safety gears, consumables and other requirements pertains to the section.
5. Responsible to closing the worksheet for revenue generation.
6. Responsible to upkeep the various equipments and machinery of the section.
7. Responsible to reports mishaps/accidents.
8. Responsible for reading and interpreting the machining drawings.
9. Responsible for all Machining related jobs of the Directorate.
10. Responsible for attending safety and other guideline.
11. Responsible to check the clearances with regards to jobs.
12. Responsible for making jig and fixtures for the jobs.
13. Responsible for plan, project and maintenance of inventories and stores.
14. Responsible for survey of scraps.
15. Responsible to maintain save lightings, ventilations, clearances, electrical safety in the shop.
16. Responsible to report Officer-in-Charge & DSS regarding all mentioned above on daily basis/as and when required.

SCHEDULE-III**RECRUITMENT RULE FOR THE POST OF FOREMAN(FITTING SHOP) IN THE ESTABLISHMENT OF DIRECTORATE OF SHIPPING SERVICES, A&N ADMINISTRATION**

01	Name of post	Foreman (Fitting Shop)
02	No. of posts	3 (Three) * (2011) * (Subject to variation dependent on workload)
03	Classification	General Central Services Group 'B', Non-Gazetted, Non-Ministerial
04	Pay Band and Grade Pay/Pay Scale	Pay Band-2 Rs. 9300-34800 plus Grade Pay Rs. 4200/-
05	Whether selection post or non-selection post	Selection
06	Whether benefits of added years of service admissible	Not applicable
07	Age limit for direct recruits	Not exceeding 30 years. (Relaxable for Govt. Servants upto 05 years in accordance with the instructions/orders issued by the Central Govt. from time to time). <u>NOTE:</u> The crucial date for determining the age limit shall be the closing date for the receipt of name/applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladak Division of J&K State, Lahaul and Spiti District and Pangi Sub-Division, Andaman and Nicobar Islands or Lakshadweep).
08	Educational and other qualifications required for direct recruits	<u>Essential:</u> (a) Degree in Mechanical Engineering from a recognized University. (OR) (b) Diploma in Mechanical Engineering from a recognized Institution. <u>Desirable:</u> 03 years experience in the trade in a Ship Repair Workshop.
09	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	No
10	Period of probation, if any	2 (two) years
11	Method of recruitment, whether by direct recruitment or by promotion or by deputation (ISTC) and percentage of the posts to be filled by various methods	100% by promotion, failing which by direct recruitment
12	In case of recruitment by promotion/deputation (ISTC), grades from which promotion/deputation to be made	<u>Promotion:</u> From amongst the Chargeman (Fitting Shop) in the Pay Scale with Grade Pay of Rs. 2800 in PB-1 with 06 years regular service in the grade
13	If a DPC exists, what is its composition ?	Group 'B' DPC (for considering cases of confirmation/promotion) consisting of : 1. Director of Shipping Services - Chairman 2. Deputy Director (SS) - Member 3. Executive Engineer, Workshop Division, APWD - Member 4. Assistant Marine Engineer - Member
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15	Job Description	Attached as Annexure-III to the Schedule

Annexure-III

Job Description to the post of Foreman (Fitting Shop)

1. Shop in – Charge for the concerned Fitting Shops.
2. Custodian of token issues to workers for the shop.
3. Responsible for entire supervision of jobs beings undertaken by the shops.
4. Responsible for maintaining discipline, harmony & proper work culture in the shop.
5. Responsible to maintain all the documents & register for the shop.
6. Responsible to plan, project and attend the jobs pertains to shop.
7. Responsible to attend timely survey/ unserviceable materials and maintains its record.
8. Responsible to put up store indent & receipt of materials/spares for the Marine Store.
9. Responsible for maintain plants, access and equipments in order in the shop.
10. Responsible to report mishaps & accidents.
11. Responsible to plan & project all the materials, tools equipment required in the shop.
12. Responsible to raise the demands for liveries safety gears of the shop.
13. Responsible to maintain injustice & law fullness in services.
14. Responsible to report program, delay and compellation of the jobs. Any other works as and when assigned by superiors.

SCHEDULE-IV**RECRUITMENT RULE FOR THE POST OF FOREMAN (PLATER) IN THE ESTABLISHMENT OF DIRECTORATE OF SHIPPING SERVICES, A&N ADMINISTRATION**

01	Name of post	Foreman (Plater Shop)
02	No. of posts	1(One) * (2011) * (Subject to variation dependent on workload)
03	Classification	General Central Services Group 'B', Non-Gazetted, Non-Ministerial
04	Pay Band and Grade Pay/Pay Scale	Pay Band-2 Rs. 9300-34800 plus Grade Pay Rs. 4200/-
05	Whether selection post or non-selection post	Selection
06	Whether benefits of added years of service admissible	Not applicable
07	Age limit for direct recruits	Not exceeding 30 years. (Relaxable for Govt. Servants upto 05 years in accordance with the instructions/orders issued by the Central Govt. from time to time). NOTE: The crucial date for determining the age limit shall be the closing date for the receipt of name/applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladak Division of J&K State, Lahaul and Spiti District and Pangri Sub-Division, Andaman and Nicobar Islands or Lakshadweep).
08	Educational and other qualifications required for direct recruits	Essential: (a) Degree in Mechanical Engineering from a recognized University. (OR) (b) Degree/Diploma in Mechanical Engineering from a recognized Institution. Desirable: Three (03) years experience in supervisory capacity in Ship Repairing Workshop connected with the Plating, Erection and including understanding of Drawing.
09	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	No
10	Period of probation, if any	2 (two) years
11	Method of recruitment, whether by direct recruitment or by promotion or by deputation (ISTC) and percentage of the posts to be filled by various methods	Promotion, failing which by direct recruitment
12	In case of recruitment by promotion/deputation (ISTC), grade from which promotion/deputation to be made	Promotion: From amongst the Chargeman (Plater) in the Pay Scale with Grade Pay of Rs. 2800 in PB-1 with 06 years regular service in the grade
13	If a DPC exists, What is its composition ?	Group 'B' DPC (for considering cases of confirmation/promotion) consisting of : 1. Director of Shipping Services - Chairman 2. Deputy Director (SS) - Member 3. Executive Engineer, Workshop Division, APWD - Member 4. Assistant Marine Engineer - Member
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15	Job Description	Attached as Annexure-IV to the Schedule

Annexure-IV**Job Description to the post of Foreman (Plater)**

1. In – Charge Plater Shop, Marine Dockyard.
2. Responsible for duty allocation and controls.
3. Responsible for store indents pertaining to the plater section.
4. Responsible to raise demands for Materials, Safety Gears, Consumables and other requirements pertains to the section.
5. Responsible for closing the worksheet for revenue generation.
6. Responsible to upkeep the various equipments and machineries.
7. Responsible to reports mishaps / accidents.
8. Responsible for reading and interpreting the various plating jobs.
9. Responsible for all plating related jobs of the Directorate.
10. Responsible for attending safety and other guideline.
11. Responsible for plan, project and maintenance of inventories and stores.
12. Responsible for survey return & scraps materials.
13. Responsible to put up with estimate and measurements for all kind of plating jobs.
14. Responsible for supervision, measurement and control of on, off loaded plater job.
15. Responsible to maintain safe lightings, ventilations, clearances, electrical safety in the shop & sight.
16. Responsible to report to Officer – In – Charge & DSS regarding all mentioned above on daily basis/as required.
17. Any other duties as and when assigned by superiors.

SCHEDULE-V**RECRUITMENT RULE FOR THE POST OF FOREMAN (ELECTRICAL SHOP) IN THE ESTABLISHMENT OF DIRECTORATE OF SHIPPING SERVICES, A&N ADMINISTRATION**

01	Name of post	Foreman (Electrical Shop)
02	No. of posts	1(One) * (2011) * (Subject to variation dependent on workload)
03	Classification	General Central Services Group 'B', Non-Gazetted, Non-Ministerial
04	Pay Band and Grade Pay/Pay Scale	Pay Band-2 Rs. 9300-34800 plus Grade Pay Rs. 4200/-
05	Whether selection post or non-selection post	Selection
06	Whether benefits of added years of service admissible	Not applicable
07	Age limit for direct recruits	Not exceeding 30 years. (Relaxable for Govt. Servants upto 05 years in accordance with the instructions/orders issued by the Central Govt. from time to time). NOTE: The crucial date for determining the age limit shall be the closing date for the receipt of name/applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladak Division of J&K State, Lahaul and Spiti District and Pangi Sub-Division, Andaman and Nicobar Islands or Lakshadweep).
08	Educational and other qualifications required for direct recruits	Essential: (a) Degree in Electrical Engineering from a recognized University. (OR) (b) Diploma in Electrical Engineering from a recognized Institution. Desirable: 03 years experience in the Trade.
09	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	No
10	Period of probation, if any	2 (two) years
11	Method of recruitment, whether by direct recruitment or by promotion or by deputation (ISTC) and percentage of the posts to be filled by various methods	Promotion, failing which by direct recruitment
12	In case of recruitment by promotion/deputation (ISTC), grades from which promotion/deputation to be made	Promotion: From amongst the Chargeman (Electrical) in the Pay Scale with Grade Pay of Rs. 2800 in PB-1 with 06 years regular service in the grade
13	If a DPC exists, What is its composition ?	Group 'B' DPC (for considering cases of confirmation/promotion) consisting of : 1. Director of Shipping Services - Chairman 2. Deputy Director (SS) - Member 3. Executive Engineer, Workshop Division, APWD - Member 4. Assistant Marine Engineer - Member
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15	Job Description	Attached as Annexure-V to the Schedule

Annexure-V

Job Description to the post of Foreman (Electrical Shop)

1. Overall in –Charge for Battery Shop, Marine Power House and Electrical Shop.
2. Store demand & store keeping of electrical items.
3. Responsible for duty allocation.
4. Responsible for store indents pertains to the section.
5. Responsible to raising demands for materials, safety gears, consumables and other requirements pertains to the section.
6. Responsible to closing the worksheet for revenue generation.
7. Responsible to upkeep the various equipments and machinery of the section.
8. Responsible to reports mishaps/accidents.
9. Responsible for reading and interpreting the machining drawings.
10. Responsible for all machining related jobs of the Directorate.
11. Responsible for attending safety and other guideline.
12. Responsible to check the clearances with regards to jobs.
13. Responsible for making jig and fixtures for the jobs.
14. Responsible for plan, project and maintenance of inventories and stores.
15. Responsible for survey of scraps.
16. Responsible to maintain safe lightings, ventilations, clearances, electrical safety in the shop.
17. Responsible to report Officer – In – Charge & DSS regarding all mentioned above on daily basis/as required.